

Clerical and Office Branch
Office Machine Operation Group
Information Entry Series

INFORMATION ENTRY OPERATOR

08/91

Summary

Under close supervision, follows well-defined procedures to enter, store, and retrieve information using data processing equipment such as microcomputers or CRT terminals; performs related work as required.

Typical Duties

Enters, revises, retrieves and prints records, reports, correspondence, financial data, and other information and documents, using closely defined or pre-formatted screens or coding structures.

Inspects source documents or other media; corrects minor errors and refers more complex errors to supervisor.

Reviews print-outs or other computerized data for completeness and accuracy.

Performs moderately complex office and clerical duties as assigned.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and three years clerical work experience including one year operating information processing equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the operation of microcomputers or mainframe terminals; good knowledge of office procedures and practices.

Ability to encode data rapidly and accurately and locate errors; ability to follow oral and written instructions; ability to work effectively with fellow employees.

Skill in the operation of data entry keyboard and related office equipment.

Director of Personnel

Department Head